

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
Erratum: Please note that the post of Case Manager, advertised in PSVC 21, the Requirements should read as follows: Minimum required qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC).

OTHER POSTS

POST 22/136 : **CLINICAL PROGRAM COORDINATOR GRADE 1 (DISTRICT TRAINING & CHILD HEALTH COORDINATOR)**

SALARY : R394 665 (PN-A5) per annum, (Plus a non-pensionable rural allowance of 12% of the basic salary)

CENTRE : Central Karoo District Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC).
Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge and skills): Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Ability to work independently. Ability to speak and write in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Power-point and Excel). Knowledge and application of regulations, policies, procedures relevant to the child health programs. Certificate in IMCI training is strongly recommended. Note: Shortlisted candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.

DUTIES : (key results areas/output): Co-ordinate, facilitate and effectively manage (including monitoring and evaluation of program objectives and targets) Expanded Program on Immunisation and Child Health programs consisting of the following components: Expanded programme on immunisation, school health, integrated management of childhood illnesses (IMCI), Genetics and Developmental Screening programme. Information management in terms of child health and training programs. Analyse, plan and coordinate training needs of clinical personnel at facility, sub district and district level. Present, facilitate and coordinate clinical service related training programs in the district. Monitor, evaluate and report clinical training and skills development in the district.

ENQUIRIES : Ms A Jooste, Tel no: (023) 414-3590

APPLICATIONS : The Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 15 June 2017

POST 22/137 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)**

SALARY : R394 665 (PN-A5) per annum

CENTRE : Tygerberg Hospital, Parow Valley

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Inherent requirement of the job: Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Must be prepared to work shifts, weekends and public holidays. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Competencies: (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Note: No payment of any kind is required when applying for this post.
- DUTIES** : (key result areas/outputs): Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Tygerberg Hospital. Effective management and utilisation of human and financial resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms FC Baartman, Tel no: (021) 938-4055
- APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
- FOR ATTENTION** : Ms V Meyer
- CLOSING DATE** : 15 June 2017
- POST 22/138** : **RADIOGRAPHER ULTRASOUND**
- SALARY** : Grade 1: R 351 516 per annum
Grade 2: R 414 069 per annum
Grade 3: R 487 752 per annum
- CENTRE** : Vredendal Hospital(West Coast District)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: Grade 1: None after registration with the HPCSA as Ultrasound Radiographer. Grade 2: 10 years appropriate experience after registration with the HPCSA as Ultrasound Radiographer. Grade 3: 20 years' appropriate experience after registration with the HPCSA as Ultrasound Radiographer. Inherent requirements of the job: Willingness to work after hours and shifts and travel if necessary. A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to manage and supervise the ultrasound workflow with knowledge and skills of abdominal ultrasounds, small parts, vascular, obstetrics and gynaecology ultrasounds. Ability to write concise and accurate ultrasound reports is essential. Thorough knowledge and skills in performing abdominal ultrasounds, small parts, vascular, obstetrics and gynaecology ultrasounds examinations, including the writing of reports. Experience in general ultrasound and high risk obstetrical ultrasound. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy. Good interpersonal, management, organisational and computer skills. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council are submitted with payment of the prescribed registration fees

to the relevant council with their job application on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The successful candidate must also render ultrasound services to Citrusdal Hospital on Tuesdays and Clanwilliam Hospital on Thursdays.

DUTIES : (key result areas/outputs): Render an efficient and cost-effective sonography service to patients managed by the institution. Ensure that written reports of ultrasound investigations are performed. Sonography of the adult and Paediatric patients with optimal use and care of equipment. Effective and efficient patient care with accurate record keeping. Engage with vendors with regards to the maintenance of equipment. Complete information on the Clinicom System, PACS, RIS as well as statistics.

ENQUIRIES : Dr JB Van Dyk Tel no: (027) 213 2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160

FOR ATTENTION : Ms M Tangayi
CLOSING DATE : 15 June 2017

POST 22/139 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**

SALARY : Grade 1: R340 431 (PN-B1) per annum
 Grade 2: R418 701 (PN-B2) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary).

CENTRE : Beaufort West Hospital (Eden District)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency/Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day-night duty, weekends and public holidays. Competencies: (knowledge/skills): Good communication and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of legislation and policies of the Department of Health relevant to clinical practise. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

DUTIES : Key result areas/outputs: Provide holistic nursing care to patients in a cost effective manner. Effectively implement infection control policies and health and safety legislations. Effectively manage and utilise human and material resources. Maintain a constructive working relationship with nursing and other

stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

ENQUIRIES : Mr TW Ntombana, Tel no: (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 15 June 2017

POST 22/140 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: ADVANCED PSYCHIATRY) CLINICAL FACILITATOR**

SALARY : Grade 1: R 340 431 (PN-B1)
Grade 2: R 418 701 (PN-B2) per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year post-basic qualification in the relevant specialty as mentioned above. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols and procedures within the relevant field of speciality units/wards with regards to quality practices. Extensive knowledge of nursing practices or regimes within the relevant disciplines. Knowledge of basic and post-basic training programmes. Excellent verbal and written communication skills in at least two of three official languages of the Western Cape as well as sound interpersonal skills. Ability to work effectively in a multi-disciplinary team. Computer literacy (MS Word, Excel, PowerPoint and internet) and presentation skills. Understanding of the control of financial resources. Notes: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

DUTIES : (key result areas/outputs): Co-ordinate and facilitate learning opportunities for all nursing personnel. Provide professional, technical and educational support for the provision of quality patient care through proper management of nursing care programmes in the relevant speciality environment. Provide and monitor the implementation of policies and programmes, regulations, practices, procedures and standards pertaining to nursing care. Ability to identify skills, knowledge and behavioural deficits and formulate and implement appropriate programmes. Effective management and utilisation of all human, financial and material resources. Promote and participate in research.

ENQUIRIES : Mr A Mohamed, Tel no: (021) 404-2092 or Ms M Sparkes, tel. no. (021) 404-2074
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 15 June 2017

POST 22/141 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

SALARY : Grade 1: R 340 431(PN-B1)
Grade 2: R 418 701(PN-B2) per annum, (Plus a non-pensionable rural allowance of 8 % of the basic salary)

CENTRE REQUIREMENTS : Calitzdorp Community Clinic, (Eden District)

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A Post-basic nursing qualification, with duration of at least 1 year Diploma, accredited with the SANC in Clinical Nursing Science Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Grade 2: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to drive mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-District. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Notes: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

DUTIES : (key result areas/outputs): Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements and manage human resources. Assist with wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities as well as, collect data and submit reports. Link with the community structures and NPO's. Provide PHC services to the surrounding farming communities

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Ms S, Labuscaghne, Tel no: (028) 551 1010
: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: 23 June 2015

POST 22/142 : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health District Services

SALARY : R152 862 per annum
CENTRE : Du Noon Community Health Centre, Southern/Western Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Patient Administration/Registration/Admissions. Inherent requirements of the job: Perform relief duties as required, work shifts (day/night in a 24-hour service environment), public holidays and weekends. Competencies (knowledge/skills): Computer

literacy (MS Word and Excel). Good interpersonal skills. Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of / and experience in operating PHCIS / Clinicom. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Render patient admissions and support service. Record file, retrieve, trace, and archive old folders. Accurate collection and safekeeping of state money. Record, collect and collate daily statistics of patients attended to. Manage and maintain manual and electronic patient records. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Note: No payment of any kind is required when applying for this post.

ENQUIRIES : Ms T Petshwa, Tel no: (021) 200-4500.

APPLICATIONS : The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Retreat, 7945.

FOR ATTENTION : Mr F Le Roux

CLOSING DATE : 23 June 2017

POST 22/143 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (COST CENTRE)**

SALARY : R281 418 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience. Experience: Appropriate experience in Cost Centre and Management Accounting. Competencies (knowledge/skills): Excellent computer skills with advance knowledge in MS Office (Word, Excel, Access and PowerPoint). Good interpersonal, editing, communication and organisational skills with the ability to work under pressure and meet deadlines. Understanding of financial and cost center accounting and data base management. Appropriate experience in Health care statistical environment with an understanding of Public Health information systems, e.g. PERSAL, BAS, JAC, SYSPRO/LOGIS. Note: No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test.

DUTIES : (key result areas/outputs): Develop and maintain regular and ad-hoc reports for management (i.e. financial, budget/expenditure, personnel and patient statistics). Data analysis, prepare and present reports and accurate and timeous reporting. Maintain the cost centre. Masterfile and structure. Develop and assist in the budgeting process and cost centre management. Effective reconciliations between BAS and the various feeder systems. Provide guidelines, train and assist hospital staff in cost centre and information management.

ENQUIRIES : Mr J Majavie, Tel no: (021) 938-5887

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Parow, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 23 June 2017

POST 22/144 : **BUILDING MANAGEMENT SUPERVISOR**

SALARY : R226 611 per annum

CENTRE : Groote Schuur Hospital, Observatory

EQUIREMENTS : Minimum educational qualification: National Diploma or equivalent (T- or N- or S-Stream) in Electronic Engineering. Experience: Appropriate experience in operation of computer Building Management System (BMS) such as fire systems, access controls and etc. Competencies (knowledge/skills): Supervisory skills. Good interpersonal skills, confidence and ability to handle conflict. Knowledge of power-tools and store management. Ability to work under pressure and as a team member as well as on own initiative with minimal or no supervision. Ability to monitor, repairs, perform general maintenance and acknowledge faults through the computer BMS. Ability to carry out general electrical and, or electronic tasks. Extensive computer literate (MS Word, Excel, Outlook). Note: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview.

DUTIES : (key result areas/outputs): Effectively assist the management of BMS that includes the Honeywell XBSI System, Edwards Fire Detection System and the Softcon Security Access Control Systems of the division and ensuring the various service level agreements and preventative maintenance is followed. Effective monitoring, reporting and, or maintaining of all BMS equipment (such as Fire protection systems, of the various medical gas alarms, lift faults and etc) on a 24/7-hour period. Perform incident investigations as well as informing the institution's management of any break downs or interruptions to services and ensure that an up to date record of equipment, budget, break downs, service history and routine maintenance is maintained for the department. Carry out maintenance, repairs, calibrations, routine inspections and evaluation of electronic medical equipment and, or machinery. Ensure the effective running and maintenance of UPS and batteries. General administrative duties as required by engineering department (i.e. Ensure effective requisition management system, write reports, specifications, contract management and record-keeping of equipment and departmental activities). Supervision and training of staff and control over resources in the Division. Provide optimal support to supervisor, colleagues, technical staff and hospital management.

ENQUIRIES : Mr. D Smith, Tel no: (021) 404-6201
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 15 June 2017

POST 22/145 : **ORTHOPAEDIC FOOTWEAR TECHNICIAN 2 POSTS**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R185 301 per annum
CENTRE : Orthotic and Prosthetic Centre, Pinelands
REQUIREMENTS : Minimum educational qualification: Appropriate qualification (with a duration of at least 2 years) or prescribed in-service training (with a duration of at least 2 years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in Orthopaedic Footwear Technician. Registration with a profession council: Registration with the (HPCSA) as an Orthopaedic Footwear Technician. Experience: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Assessment of patient in consultation with registered MOP's at Clinics, Hospitals and Outreach Clinics. Measure and cast patients' feet for orthopaedic shoes and foot orthotics. Manufacture orthopaedic or surgical footwear. Replace and repair of components on orthopaedic footwear and foot orthotics. Clean and service machinery, tools and maintenance of all equipment.

ENQUIRIES : Ms M Brink, Tel no: (021) 531-5300
APPLICATIONS : The Head of the Institution: People Management, Western Cape Rehabilitation Centre, Private Bag X19, Mitchell's Plain, 7789.

FOR ATTENTION : Ms Y Mbongo
CLOSING DATE : 15 June 2017

POST 22/146 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSIT/WAREHOUSE)**
 Chief Directorate: Metro District Health Services

SALARY : R152 862 per annum
CENTRE : Southern/Western Substructure (stationed at Metro TB Hospital Centre (Brooklyn Chest Hospital)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA'S) of the post. Experience: Appropriate experience in a

household/cleaning environment in a ward, hospital/health facility. Experience in stock, assets, linen and equipment control. Inherent requirement of the job: Valid Code B / EB driver's license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Appropriate knowledge of the LOGIS systems, IPS and Western Cape Suppliers database. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to perform physically demanding tasks. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Demand and acquisition management. Warehousing (Control and safekeeping of stock, receiving and issuing of goods etc.) Managing Transit Area, issues and receipts are done timeously. Prepare completed batches for payment, checking and verifying compliance. Ensuring Receipted Invoices are processed timeously, in line with 30-day policy. Reporting (AFS/IFS, etc.)

ENQUIRIES : Ms C Dilgee, Tel no: (021) 508-7454

APPLICATIONS : The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest hospital, Private Bag X2, Ysrterplaat, 7425.

FOR ATTENTION : Ms Q Johnson

CLOSING DATE : 23 June 2017

POST 22/147 : **FOOD SERVICES SUPERVISOR**

SALARY : R127 851 per annum

CENTRE : Vredenburg Hospital (West Coast District)

REQUIREMENTS : Minimum educational qualification: General Education and training Certificate (GETC) - Grade 9 (St 7). Experience: Appropriate experience in a large scale Food Service Unit. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts. Willingness to attend in-service training, as well as courses/workshops. Competencies (knowledge/skills): Appropriate experience of therapeutic diets, food groups, preparation, cooking methods and production, quality and portion control of food according to standardised recipes in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP, safety principles and sound organising skills. Proof of attendance of a Kitchen/Food Service hygiene, Kitchen Cleaner or a Food Preparation/planning course, will be an added advantage. Ability to maintain good interpersonal skills and relations with all categories of staff in the execution of his/her supervisory functions. Proven Computer literacy, writing and numerical skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to work in a team situation. Note: Short-listed candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Order, receipt, store and issue all food provisions and stock in the food service unit. Supervise food pre-preparation and all normal and therapeutic diets. Supervise weighting, dishing and distribution of food to various wards. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources, do stock control, process food statistics and keep records.

ENQUIRIES : Ms ME Van Vuuren, Tel no: (022) 709-7213

APPLICATIONS : The Manager: Human Resource Management, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Mr JI Engel

CLOSING DATE : 23 June 2017

POST 22/148 : **STERILISATION OPERATOR PRODUCTION**

SALARY : R107 886 per annum

CENTRE : Swellendam Hospital (Overberg District)

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in handling equipment and instruments. Inherent requirement of the job: Willingness to work shifts, including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least

two of the three official languages of the Western Cape. Good interpersonal skills. Ability to work in a co-operative way within a team context. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Provide quality sterilised products and equipment and maintain a safe and healthy working environment. Maintain an optimal function of sterilisation units, instruments and washing machines and adhere to safety standards.

ENQUIRIES : Ms ED Whittles, Tel no: (028) 514-8400

APPLICATIONS FOR ATTENTION : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

CLOSING DATE : Ms A Brits
23 June 2017

POST 22/149 : **PEST CONTROL ASSISTANT (ENVIRONMENTAL HYGIENE SERVICES)**

SALARY : R90 234 per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and Literacy. Experience: Appropriate experience in Pest Control. Inherent Requirement: Willingness to work shifts and overtime and to report for duty at 07:30 (weekends included). Ability to do physically challenging duties, handle heavy objects and work in confine spaces. Competencies: (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Note: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Render a support service to all departments, wards, clinics and theatres with regard to pest control to ultimately ensure a pest free environment. Effective safeguarding of chemicals materials. Ensure effective maintenance of equipment and PPE. Provide effective support to the Pest Control Supervisor with regards to Pest control and minor administrative tasks (schedules, logbooks. requisitions etc.).

ENQUIRIES : Mr F Williams, Tel no: (021) 938 4183

APPLICATIONS FOR ATTENTION : The Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505

CLOSING DATE : Ms VG Meyer
23 June 2017

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE : 26 June 2017 @ 16:00

NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 22/150 : **DIRECTOR: FLEET SERVICES REF NO: TPW 2017-64**

SALARY : All-inclusive salary package of R898 743 - R 1 058 691 per annum, Level 13. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Relevant undergraduate qualification (NQF level 7) as recognised by the Qualification Framework; Minimum of 5 years' experience at a middle/senior management level; Minimum of 6 years proven experience within a vehicle fleet management environment; A valid Code B driver's licence. Competencies: Strategic capability and leadership; People Management and empowerment;

Programme and Project Management; Financial Management; Change Management; Supply Chain Management; Knowledge Management; Service delivery innovation; Problem solving and analysis.

DUTIES : Provide leadership to shape provincial economic strategy; Provide leadership for the implementation of economic catalytic projects; Oversee the economic research, planning and policy environment; Provide leadership for engagement with key economic stakeholders; Execute overall control and management of the Western Cape digital economy strategic approach in order to shape an enabling environment for the implementation of multiple digital economy projects; Drive and implement the Western Cape Green Economy Framework; Strategic Management; Financial Management; Human Resource Management.

ENQUIRIES : Chief Director: GMT